

10 April 1970

MEMORANDUM FOR: Executive Assistant to the  
Director of Training

SUBJECT : Weekly Activities Report

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1. On Wednesday, 8 April, [REDACTED] FE Division, who controls the [REDACTED] operation visited the Language School to discuss a remedial English training course for some of his [REDACTED] translators. Apparently some of his people have difficulty in expressing themselves in written English on intelligence reports they prepare. Present from the Language School were [REDACTED] recently headed the [REDACTED] unit and [REDACTED] was completely familiar with its problems. We tentatively agreed to put on a short remedial course with [REDACTED] as chief instructor. [REDACTED] knowledge of [REDACTED] will enable him to analyze student errors in light of their transfer from [REDACTED] to English and explain the correct usage in English. [REDACTED] said that he would be willing to provide samples of prospective students' translations. [REDACTED] will base the course on his analysis of the errors found. We estimate that this course can be given over a period of about one month for a total of twenty to forty hours of instruction.

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2. It has come to our attention that a site somewhat similar to [REDACTED] will shortly be for sale to settle an estate. The property is [REDACTED] and the asking price will be in the neighborhood of \$100,000. The Language School could on occasion use an additional site, however we could not justify its purchase unless we institute a training program where students and instructors would be required to spend extended periods of time in a total immersion situation. Judging from the requests we receive for the use of [REDACTED] which we normally have to refuse because it is booked, another site could profitably serve all Agency components for a variety of activities. [REDACTED] of [REDACTED] informs me that all information regarding the house has been forwarded to the Office of the DDS.

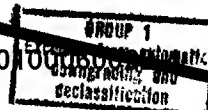
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3. The loan of cassette recorders for home study began on Monday April 6, 1970 with no apparent problems. We have loaned 28 units so far and hope to loan all 78 by the end of the month. We are not able to loan all now because some parts of the equipment have not been delivered. We have limited the loan of these units to full-time students for the present. Students are quite enthusiastic about getting tapes for home study.

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4. This week [REDACTED] Chief, German Department, began the second running of his Advanced Methods Course of LS faculty members. About 12 instructors are in attendance, among them some of the most experienced teachers in the School. As in the last running of the course, the response of the instructors has been excellent. As a result, we plan to run a continuation (Part II) of the course in the late summer. We are expecting to run another Teacher Training Course for new instructors in May.

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5. [REDACTED] of the Language School are attending a two day Language Development Committee meeting at [REDACTED] 9 and 10 April. *via memo*

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#### 6. Personnel Notes.

a. [REDACTED] joined the Language School staff on Monday as a new WAE Indonesian instructor.

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b. [REDACTED] our principal Indonesian instructor, is leaving today to take a job with a commercial firm in Indonesia.

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c. [REDACTED] our recently acquired Lao instructor, gave birth to a son last week. We expect her to be away from work for about six weeks.

#### 7. Language School Statistics

Students and Classes as of 10 April 1970:

| <u>Students</u>                         | <u>Classes</u>                        |
|---|---------------------------------------|
| Full-time - 79                          | Full-time - 35                        |
| Part-time - 139 (25 BAHLT)<br>(59 Hqs.) | Part-time - 55 (6 BAHLT)<br>(12 hqs.) |

Use of Laboratories for the week of 30 March - 3 April 1970:

|                 |       |
|-----------------|-------|
| Headquarters    | - 74  |
| Language School | - 271 |

Twenty-two language proficiency tests were administered during the week of 30 March - 3 April 1970.

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*for* [REDACTED]  
Chief, Language School

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